



State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF GENERAL SERVICES – ENERGY MANAGEMENT
25 Capitol St. Room 413 Concord, NH 03301



January 27, 2006 Interoffice Memo

From:	<u>Gary O’Connell</u>		To:	State Agency Energy Coordinators	
Title:	State Energy Manager		Title:	n/a	
Bureau:	General Services		Bureau:	All	
(v) 603 -271-2698		(f) 603-271-1115	(v) 603		(f) 603
Re:	Energy Efficiency in State Government Kick-Off Meeting				

You are cordially invited to attend a Kick-Off meeting to officially launch the Energy Efficiency in State Government Initiative (Executive Order # 2005-4) to all state agencies. Governor Lynch is tentatively scheduled to attend this meeting to present welcoming/introductory remarks. The meeting will be held as follows:

What: **Kick-Off Meeting for State Agency Energy Coordinators and Energy Teams** (Refreshments Provided)

When: **Tuesday, February 14, 2006 ~ 10:00 a.m. – Noon**

Where: **NH Departments of Health & Human Services and Environmental Services**
29 Hazen Drive ~ Concord, NH 03301 (Directions click - [29 Hazen Drive](#))

If appropriate for your agency, Energy Coordinators are encouraged to bring to the meeting an Energy Team of staff members who will be directly involved in implementing the directives in the Executive Order. These individuals might include purchasing officers, building/facility managers, fleet managers, human resource directors, and public affairs/outreach coordinators. Energy Coordinators and Teams will be presented with information on the Executive Order and strategies to educate and motivate their employees to participate in energy saving actions. These actions will lead to reducing energy use in state buildings and saving fuel and reducing pollution in state vehicles.

Please confirm your attendance by contacting me at gary.oconnell@nh.gov or 271-2698 no later than February 10, 2006, and if appropriate, complete and return the attached spreadsheet with potential Energy Team member information.

Thank you for your role in this important initiative. I look forward to working with you over the next few years to improve energy efficiency in New Hampshire state government. Please don't hesitate to contact me if you have questions or would like additional information.